Instructions on Gaining Access to the Lit Hold Module

Here are the steps for new users to receive access to the Lit Hold Module.

1) The Hold Administrator or requester calls the eDiscovery Helpdesk. The eDiscovery Helpdesk completes the "Hold Module Access and Removal Request Form".

2) Potential users will first need to be trained, so "ADD: Training Access" will be the 1st option. After the eDiscovery Helpdesk sends the completed form to EPA/OEI, OEI will then grant access to webhold.epa.gov for users to complete their training.

3) After training is completed, the Hold Administrator or requester will need to call the eDiscovery Helpdesk to complete the same form, but this time selecting the type of access the users need in production and completing the "Training confirmation" section. The eDiscovery Helpdesk will forward to OEI, who will route the form to the users' supervisor(s) for approval. After approval, OEI will grant them the type of access requested for litholdandcollect.epa.gov. This is the production environment where they can begin to work on litigation holds.

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